

### Overview

This CDOT SRM-PPS project will fill in the last gap in the end to end procurement process at CDOT

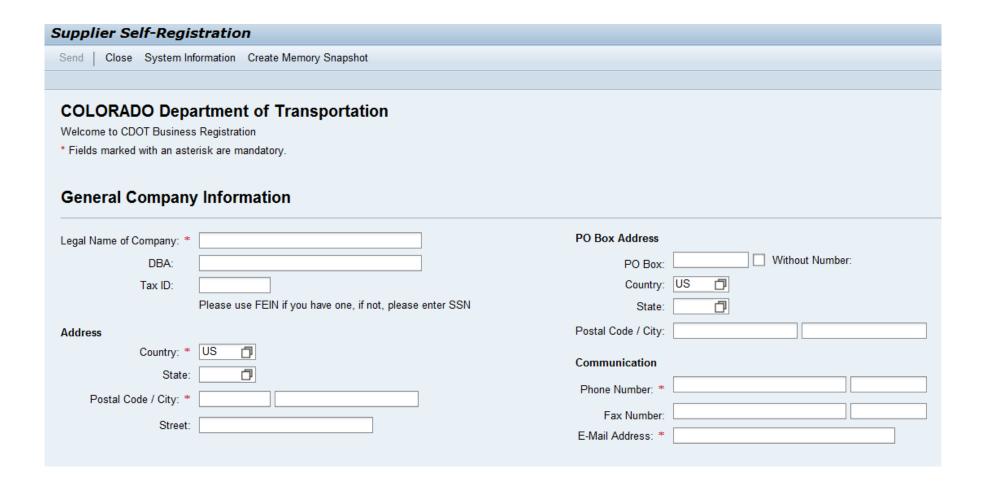
### The primary functionality to be implemented is:

- Supplier Registration: On line registration and/or prequalification for all CDOT vendors – All vendors will enter and update their information through the SRM portal.
- RFx For most solicitations processes (except highway construction)
  Vendors are notified by the SRM system when a procurement for
  which they provide goods or services is released. Proposals are
  submitted electronically through the SRM portal again eliminating
  numerous copies of multi-page RFPs.

## Supplier Registration

- SAP Supplier Self-Services (SUS) will be integrated into the SAP Enterprise Portal. Vendors will use Supplier Self-Services to create both a supplier administrator account and create and maintain additional users without having to involve CDOT Help Desk or CDOT Security
- The process steps for vendor registration will be:
  - Suppliers will go into SUS and complete an initial registration page
  - The system will send an email to the contact name entered in the registration page with an initial username and password.
  - The supplier goes back into SUS and creates a supplier administrator account and can then select a link to follow on registration or prequalification information
    - Engineering Pre-Qualification
    - Highway Construction Pre-Qualification
    - Procurement Goods/Services Vendors This is what applies to you.
    - Property Management (State Buildings) Vendors

# Registration Portal



# Registration Portal



Data Privacy Statement
Yes, I have read the data privacy statement and accept the terms.: *
Data Privacy Statement#Enter your data privacy statement here.#The text may explain, for example, that consent is given to the saving#and use of the entered data.#You can enter

## Solicitation (RFx) – Bidder View

- The Bidder will open the RFx document and see the header information for the solicitation (RFx name, start date, submission date, pricing information (if applicable)
- The bidder will answer the questions created by the CDOT buyer for the solicitation. The system can throw error messages if the questions are not addressed
- The bidder will attach their formal proposal and any other required documents

 When the bidder has completed entering all required information and attaching all required documents, the bid is submitted.

## Phase 3 Development timeline

	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	
Project Phase													
Project Prep													
Blueprint													
Realization													
Final Prep													
User Training													
Go-live & Support													

### **Project Prep**

- Prepare Project Plans
- Prepare Project Standards, Tools & Procedures
- Build Prototype System

### **Business Blueprint**

- Requirements gathering
- Business Blueprint doc.
- Business Process Flows
- Functional Specifications
- Gap Analysis
- Security Requirements
- Communication Plan
- Manage/Mitigate Issues and Risks

### Realization

- Configure and document Solution
- Create Security Authorizations
- Unit Test Solution

### **Final Prep**

- Integration Testing
- Conduct End User Training
- Prepare Production Environment
- Deploy Solution

## Go Live & Support

- Manage & Resolve Problems
- Continue End User training